Batch Program for Multiple Documents

The following instructions will guide you through the process of docketing the same event in multiple cases.

- STEP 1 Select Bankruptcy from the Main Menu, and then select Batch Filings from the Bankruptcy Events menu.
- STEP 2 Enter Case Numbers in scroll box, and then click on Next.

File Documents in Batch						
Case Number(s)						
02-60108 02-60105 02-60234	99-12345, 1:99-bk-12345 or 1-99-bk-12345					
Next Clear						

STEP 3 Screen appears to select event to be docketed. Highlight your selection, and then click on Next.

File Documents in Batch	
02-60108 Robert L. Clementine and Cecilia J. Clementine 02-60105 Albert J Williamson	
02-60234 Mary Johnson	
Certification of Failure to Commence Payments Letter - 341 Meeting Avoid Dates Motion and Notice to Allow Claims by Trustee Motion and Notice to Modify Plan Payments Motion to Dismiss Case, Notice of Motion and Hearing filed by Trustee Motion to Substitute Attorney Objection to Claim	
Report of Deposit of Unclaimed Funds/Small Dividends	<u> </u>
Next Clear	

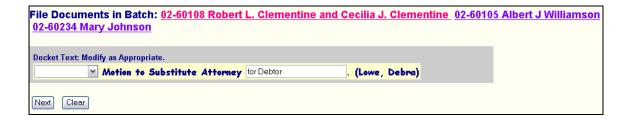
STEP 4 Screen appears for attachment of documents.

File Documents in Batch: <u>02-60108 Robert L. Cle</u>	mentine and Cecilia J. C	lementine	02-60105 Albert J	Williamson
02-60234 Mary Johnson				
	NI AT ID I K		_	
02-60108 Robert L. Clementine and Cecilia J. Clementine	N:\ect\ I rainDocs\motion.pdf	Browse		
02-60105 Albert J Williamson	N:\ecf\TrainDocs\motion.pdf	Browse		
02-60234 Mary Johnson	N:\ecf\TrainDocs\motion.pdf	Browse		
Next Clear				

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- For each case, key pathname in window, or click on **Browse** to search for file.
- After all files identified, click on Next.

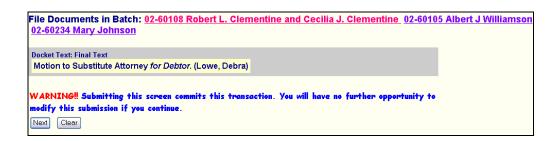
STEP 5 Docket Text: Modify as Appropriate screen appears. This screen allows for addition of prefix and/or additional text.



- To add a prefix to text:
 - Click on the down arrow (**▼**) next to box.
 - Click on correct modifier.
- To add additional text:
 - Click in blank text box.
 - Key any additional text to further describe entry.
 - Click on **Next** to continue or **Clear** to clear additional text and begin again.

STEP 6 Docket Text: Final Text

- Verify docket entry:
 - If correct, click on **Next** to submit filing.
 - If docket entry is incorrect, press **Back** to make corrections, or start over by clicking **Bankruptcy** on the Main Menu.



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Receipt of Filing

Upon submission of final docket text, **Notice of Electronic Filing** screen appears, to give-confirmation that the system has received the entry and is now an official court document. Scroll down to view entire receipt.

```
File Documents in Batch: <u>02-60108 Robert L. Clementine and Cecilia J. Clementine</u> <u>02-60105 Albert J Williamson</u>
02-60234 Mary Johnson
                                             U.S. Bankruptcy Court TRAIN
                                          Eastern District of Virginia - TRAIN
Notice of Electronic Filing
The following transaction was received from Lowe, Debra entered on 7/8/2003 at 1:13 PM EDT and filed on 7/8/2003
Case Name:
                 Robert L. Clementine and Cecilia J. Clementine
Case Number:
                 02-60108
Document Number: 9
Case Name:
                 Albert J Williamson
Case Number:
                 02-60105
Document Number: 2
Case Name:
                Mary Johnson
Case Number:
               02-60234
Document Number: 4
Docket Text:
Motion to Substitute Attorney for Debtor. (Lowe, Debra)
```

Each notice will include the following:

- Who filed the document
- Date and Time
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp

To print receipt:

- Click on File at top of Netscape screen and select Print, or
- Click on the Printer icon at the top of the page.

[NOTE: It is strongly recommended that copies of receipts be maintained for your records]

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If you attempt to access the docket(s) or the document(s) through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.



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